

PUBLIC NOTICE OF PROPOSED RULE-MAKING

In accordance with Rhode Island General Law (RIGL) 42-35 and 42-72-5, notice is hereby given that the Department of Children, Youth and Families proposes to amend the following Department rule:

Administration of the Education Program

This rule is amended to conform to procedures for annual approval of the RI Training School educational program by the RI Department of Elementary and Secondary Education. In conformance with the Department's decision to utilize the Casey Foundation, Juvenile Detention Alternatives Initiative rubric, the amended rule also removes references to accreditation by the Correctional Education Association.

The Rhode Island Department of Children, Youth and Families partnered with families and stakeholders, and advocates, to identify the Juvenile Detention Alternatives rubric as an appropriate tool. This policy also proceeds from the requirements of RI General Law, Federal Law, RI Supreme Court Decisions, the Federal Consent Decree in *Inmates of the RI Training School v. Janice DeFrances*, and /or federal regulation. In the amendment of this rule, consideration was given to: (1) alternative approaches and (2) overlap or duplication with other statutory and regulatory provisions. No alternative approach or duplication or overlap was identified based upon available information.

This amended rule is accessible on the DCYF website (<http://www.dcyf.ri.gov>) or the R.I. Secretary of State's website (<http://www.sec.state.ri.us/ProposedRules/>). Interested persons may submit written comments by June 9, 2014 to Susan Bowler, Implementation Director for Policy and Programs, Department of Children, Youth and Families, 101 Friendship Street, Providence, RI 02903 (Susan.Bowler@dcyf.ri.gov).

In accordance with RIGL 42-35-3, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within thirty (30) days of this notice.

Posted May 6, 2014

Administration of the Education Program

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School

Policy: 1200.1701

Effective Date: June 14, 2004

Revised Date: ~~September 1, 2010~~

2014

Version: 23

The Training School provides to residents educational programming that conforms to all state and federal laws. The Principal of the Education Program ensures the:

- Establishment and maintenance of an educational program that complies with Rhode Island General Law and the policies and procedures established by the Rhode Island Department of Elementary and Secondary Education (RIDE);
- Approval of the DCYF-RI Training School Alternative Education Program by the Commissioner of RIDE on behalf of the Board of Regents;
- ~~Accreditation by the Correctional Education Association;~~
- Assessment of the residents' educational needs;
- Provision of the educational programs to residents; and
- Transition to community education programs upon the resident's release.

The Mission of the Education Program, as a mandatory educational program within a juvenile correctional facility, is to create a safe and consistent learning environment in which residents can learn the skills, knowledge and values to succeed in school, work and the community. The Education Program recognizes the importance of achieving and maintaining the highest standards of performance. The Education Program is reviewed and evaluated by state and nationally recognized autonomous accrediting entities. This practice contributes to continuous improvement and helps to ensure the quality and integrity of services to residents.

Related Procedure

Administration of the Education Program

Related Policy

Administrative Responsibility

Mission, Philosophy, Goals and Purpose

Legal Establishment

Discipline for Academic and Vocational Classes

Education Program: Structure and Operations

Training and Professional Development

Civil Rights: Federal Laws and Regulations Regarding Nondiscrimination

Administration of the Education Program

Procedure from Policy 1200.1701: Administration of the Education Program

- A. The Principal facilitates the ~~annual on-site review and evaluation of the Education Program~~ required for approval by the RI Department of Elementary and Secondary Education (RIDE) of the Education Program.
- ~~1. The Principal compiles the alternative education report, required for school approval every three years, and forwards it to the Superintendent for review.~~
- ~~2. The Superintendent or designee submits the required documentation seeking approval from the Commissioner.~~
- ~~3. The Commissioner of the RIDE reviews the documentation.~~
- ~~a. Program approval and/or any corrective actions required are provided in writing to the Department.~~
- ~~b. The RITS Education Program responds to any corrective action required and submits documentation of corrective action to the Commissioner or designee.~~
- ~~4. The Education Program Administration maintains documentation of:~~
- ~~a. The annual review;~~
- ~~b. Corrective action requirements, if applicable, identified by the reviewers;~~
- ~~c. Corrective action(s) that occurred, if applicable, in response to the review; and~~
- ~~d. Written approval (accreditation) to operate the Alternative Education Program.~~
- B. The Superintendent routinely meets with the Principal to:
1. Establish and/or review educational policies and procedures;
 2. Identify and plan processes for quality improvement;
 3. Review policies and procedures at least annually and revise as needed; and
 4. Ensure compliance with Rhode Island General Law (RIGL) 16-12.1-1 which recognizes that educational administrators are not members of teacher collective bargaining units. To ensure the orderly and effective functioning of public education, the law requires employers to inform school administrators of the bases or reasons for their suspension, dismissal, or non-renewal of their employment relationship and to afford administrators an opportunity to be heard.
- C. The Principal is responsible for the effective design and delivery of educational services and ensures:
1. A clearly articulated mission that focuses the attention of staff and others on program goals is posted prominently within the facility, reviewed annually and revised as necessary.
 2. A program structure that moves residents toward greater independence by increasing life skills, productive use of leisure time and transition to the community in conformance with DCYF Policy 1200.1702, Education Program: Structure and Operations.
 3. Accountability in goal attainment which is monitored and documented in conformance with state and federal law and regulation.
 4. Accountability in Fiscal Administration:
 - a. Managing the allotment of appropriations and budget preparations.
 - b. Routinely monitoring expenses related to areas of responsibility.
 - c. Preparing itemized operational budgets for areas of responsibility and submitting them to the Superintendent or designee annually.
 5. Educational staff receive orientation and training in conformance with DCYF Policy 400.0000, Training and Professional Development.
 6. Educational staff are credentialed in conformance with DCYF Policy 1200.0000, Legal Establishment.
 7. A system of governance for the Education Program that delineates the chain of authority, provides adequate and appropriate decisional authority to the administrative, educational, custodial, social service and other professional staff and defines and coordinates their roles in the effective operation of the system.

- a. The Principal provides direct supervision to the Assistant Principal, Director of Special Education and support personnel, as appropriate.
 - b. The Principal assigns supervisory duties and responsibilities as he/she deems necessary and/or appropriate.
 - c. The Principal manages the daily planning and operations of the itinerant and career/technical programs and the post secondary education programs.
 - d. The Director of Special Education provides direct supervision and guidance to the Resident Support Programs. The Director of Special Education is responsible for managing the daily planning and operations of Language support, Guidance and Math, English Language Learners (ELL) support, Resource support and Clinical support.
8. The program development and improvement plan is structured and monitored to:
- a. Identify personnel training and professional development needs to maintain high teaching quality across three primary areas: knowledge of subject matter, of teaching strategies and of approaches for learning.
 - b. Implement initiatives that focus on the continual improvement of programming.
 - c. Develop standardized methods to analyze, monitor and manage program outcomes.
 - d. Assist in the development and monitoring of short and long term goals.
 - e. Develop and manage strategies for data collection and follow-up.
9. Participation in the RIDE student information systems as required.
- D. The Principal supports a Community Advisory Board that provides an inclusive, cooperative model for involving the other state departments, members of the business community, religious community, voluntary services community and social service community in advising and devising programming and in supporting and advocating for the residents as they attempt to build new and successful lives in the community.
- ~~E. The Principal applies for and facilitates the Correctional Education Association (CEA) on-site review, evaluation and accreditation of the education program which occurs every three years. The Education Program Administration maintains documentation of:~~
- ~~1. The CEA review;~~
 - ~~2. Corrective action requirements if identified by the reviewers;~~
 - ~~3. Corrective action(s) that occurred in response to the review; and~~
 - ~~4. Written approval (accreditation) from the CEA.~~
- ~~F.E.~~ In compliance with DCYF Policy 100.0140, Civil Rights: Federal Laws and Regulations Regarding Nondiscrimination, the Education Program administration notifies staff and residents about their rights and grievance procedures to resolve complaints.
- ~~G.F.~~ Paragraphs A - F are consistent with Correctional Education Association Standards 1-12; 14 -19; 27 - 29 and 64 – 67 and American Correctional Association Standards 3-JDF-5C-01; 3-JTS-5D-01; 3-JTS-5D-02; 3-JTS-5D-04; 3-JTS-5D-05; 3-JTS-5D-08; 3-JTS-5D-09; 3-JTS-5D-10; 3-JTS-5D-11; 3-JTS-5D-13; 3-JTS-5D-14 and 3-JTS-5D-15.